

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR II -  
Warehouse Maintenance

SALARY GROUP: A15

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 07/31/2015

POSITION #: 024463

**I. JOB SUMMARY**

Performs routine supervisory maintenance work. Work involves planning, assigning, and scheduling staff for the installation, care, and repair of state facilities and equipment. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, schedules, and assigns the work of offender maintenance staff; and inspects work to ensure compliance with standards and safety regulations.
- B. Obtains material and supplies from the supply warehouse and requisitions items not carried in stock.
- C. Conducts inspections of buildings, equipment, and grounds for security and needed repairs; receives requests for maintenance and repairs; and initiates maintenance and repair work.
- D. Maintains logs and reports regarding maintenance and repair activities.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning experience in maintenance or general mechanics experience.
- 3. Preventive maintenance experience preferred.

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**B. Knowledge and Skills**

1. Knowledge of the operation, maintenance, repair, and components of mechanical systems such as hydraulics, electronics, engines, and transmissions.
2. Knowledge of inventory management to include procurement and stocking.
3. Knowledge of building and grounds maintenance techniques.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to plan work in order to meet established guidelines.
10. Skill to diagnose mechanical problems.
11. Skill to instruct offenders in the repair of equipment.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to plan, organize, and assign the work of offenders.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, diagnostic tools, hand tools, power tools, forklift, highlift, pallet jack, fax machine, telephone, and automobile.